

Champs LPAC TO MHAC Setup Team Instructions

- Bring the following items from LPAC TO MHAC
 - League required stuff
 - (confirm with league, League VC will send email to LPAC President and/or LPAC VCs)
 - Family Boxes (in shed)
 - League calls them ribbon boxes. (League provides ribbons, we need to provide boxes/folders to put the teams ribbons into)
 - Canvas bags for hospitality to use to carry water for Volunteers (need to borrow)
 - 2024 Jennie provided
 - 2 Coolers (in shed)
 - VCLS Clear Bin/Purple Handles (in shed)
 - Contains parking vests
 - Bungee cords
 - Stanchions for parking 6 to 8 (in shed)
 - use stanchions if no cones available
 - 8 LPAC Tents (in shed)
 - 60 lbs of ice (kitchen lead to buy)
 - 5 cases of water (kitchen lead to buy)
 - LPAC Things
 - No more than 24 Family 10x10 tents (provided by individual families)
 - Families to put names on leg of their tent
 - Tents to be brought on Friday from noon to 3pm
 - Non 10x10 tents will be left behind
 - Tents brought after 3pm will not be brought
 - 2 clipboards for coaches (shed)
 - Stroke and turn clipboards (?)
 - 2 tables for Coaches, put in Coaching area, NOT in LPAC Family Area (need to borrow)
 - 2024 asked for in Volunteer Sheet, Prolas and Hansens
 - 1 table for swimmer check in, put in front of LPAC family Area
 - LPAC Family needs to provide
 - 2 table for Volunteer Coordinators (need to borrow)
 - LPAC Family needs to provide
 - Result boards (2)
- Leave behind any non 10x10 tents (**NO EXCEPTIONS**) or tents that are late
- If non 10x10 tents are brought by accident, only setup if space allows.
 - Must be in the last row in the back **ONLY**.
- Completely expand tents out at MHAC to be able to properly create aisle ways
 - Leave tents lowered, but **FULLY** expanded

- Leave a 2 foot aisle way between every double set of tents
 - Example:

Tent	Tent	A i s l e	Tent	Tent	A i s l e	Tent	Tent	Grass
Tent	Tent		Tent	Tent		Tent	Tent	
Tent	Tent		Tent	Tent		Tent	Tent	
Tent	Tent		Tent	Tent		VC Tent & Table	Tent Table for Coac hes	Cement

- Volunteer Tent and table to be setup in the front on the cement
- Coaches table set up in the front on the cement